

## **Okoye Chisom Adaeze**

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### **Biographic Detail:**

Sex: Female  
Date of Birth: 15<sup>th</sup> February 2000  
Nationality: Nigerian  
Location: Port Harcourt, Nigeria.

### **Education:**

Course of Study: Industrial Relations and Human Resource Management  
Covenant University (2016-2020), Ogun State.

Lucille Education Centre (S.S.C.E) 2012-2015  
Bonny Island, Rivers State.

Logos International School 2008-2012  
Bonny Island, Rivers State.

### **Work Experiences:**

#### **First Bank Mini Branch**

May 2018-August 2018

Rumuosunwo, Port Harcourt.

Accountant and Customer Service Representative.

- Attracted more customers.
- Exceeded monthly goal through expert customer relations.
- Effectively handled customer complaints.

**Profile Integrated Systems Technology Limited** 26<sup>th</sup> May 2017-30<sup>th</sup> July 2017  
30Mbonu Street, D/Line, Port Harcourt.

Front Desk Receptionist

- Resolved customer complaints, concerns and other needs relating to their satisfaction.
- Welcoming guests and assisted them in checking in at the front desk.

### **Coursera Qualifications:**

- Adapt your leadership style
- Management skills for international business
- Managing employee performance

### **Skills:**

- Teamwork
- Listening Skills

- Customer Service
- Proficient use of Microsoft word and PowerPoint

## **REFEREES**

- Salau Odunayo Paul (Ph.D)  
Lecturer and Researcher  
Department of Business Management,  
Industrial Relations and Human Resource Management.  
Covenant University, Ota.  
Ogun State, Nigeria.

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